

## **VACANCY NOTICE**

**All applicants must apply online at:**

<https://www.applitrack.com/joindelawareschools/onlineapp/>

**Closing Date for Application:** July 10, 2021 at 11:59pm

**Position Title:** Education Associate, Capital Project Management

**Reports To:** Director of Finance

**Description of Position:** This position is part of the Finance Office, and is responsible for the management and administration of Major and Minor Capital Improvement Projects program and funding. The Education Associate, Capital Project Management works directly with school districts providing guidance and technical assistance on many aspects of the capital funds.

### **Major Responsibilities:**

- Administer the Department of Education processes for public education capital projects, to include preparation of the annual capital budget request.
- Review and prepare transfer requests for capital projects as well as utilize First State Financials for document approvals and reporting.
- Provide assistance to school districts in determining and reviewing new construction, maintenance and repair needs as well as life/safety and environmental issues.
- Administer the statewide training program for school custodians and maintain school district custodial staffing allocations.
- Maintain statewide State School Plan inventory.
- Administer the Voluntary Assessment Program, including calculation of fees and collection and disbursement of revenue.
- Represent the department on committees, assignments, etc., as required.
- Coordinate Department of Education building and facility needs with Division of Facilities Management and property owners.
- Perform other duties as assigned.

### **Essential Qualifications:**

#### **Education:**

- Bachelor's degree required, Master's degree preferred.

#### **Experience:**

- Experience using First State Financials is required, including report query.
- Minimum of 3 years of financial oversight, analysis and/or management experience.
- Experience in capital project management or school construction management preferred.
- Knowledge of the State's capital funding process.

**Skills:**

- Thrive in a fast paced environment, and excel at multi-tasking without sacrificing attention to detail.
- Perform responsibilities with minimal supervision.
- Strong analytical and financial skills
- Capable of setting priorities and working under pressure.
- Excellent communication and interpersonal skills.

**Salary:**

Salary will be computed in accordance with the education, experience, and training of the individual selected and in accordance with salary schedules for employees of the Department of Education. Direct deposit of payroll checks is a condition of state employment, and employees are paid on a lag pay schedule with the first payment made after approximately one month of employment.

**Notes:**

A criminal background check is required. The successful candidate must demonstrate during the interview process an understanding of diversity, educational equity and multicultural education. This job description is not intended to be an all-inclusive list of duties and standards of the position. The selected candidate should expect to perform any other related activities needed to deliver the position's key duties and responsibilities and follow any other instructions as defined by his/her supervisor.

The Delaware Department of Education is an equal opportunity employer and does not discriminate in its employment practices or educational programs, services or activities based on race, color, religion, sex (including pregnancy), national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, veteran's status or any other legally protected category. Inquiries should be directed to the Human Resource Office, 401 Federal Street, Suite 2, Dover, DE 19901. Phone: 302-735-4030.